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12 February 1964

**MEMORANDUM FOR:** Deputy Assistant Director, Central Reference

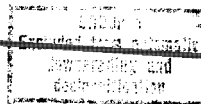
**SUBJECT** : Management Review for Economy

**REFERENCE** : ADD/1 (MGT) memo to AD/CR of 31 January 1963;  
same subject

As requested on your routing slip with the reference, the following items are suggested for the Document Division.

Economies Effected:

1. Backlogs in the dissemination and indexing of intelligence reports have been eliminated by streamlining procedures. This has resulted in a savings of some 75 overtime hours per week.
2. Dissemination to ORR Branches and Staffs now accomplished at the initial reading stage. The elimination of the separate reading for ORR points has resulted in a savings of 1 - 2 days in distribution time and an anticipated savings of man hours as more experience is gained by the disseminators.
3. Dissemination of certain collateral material to OCI has been in two stages - the first at the initial stage and the second within the OCI dissemination unit recently merged into the Document Division. A portion of this material is now disseminated directly to the OCI divisions from the initial point of receipt and no longer need be read twice for this purpose. A savings in distribution time has resulted and an overall savings in man hours (an estimated 1-2 hours per day) has been realized.
4. Reduction in number of pages and number of copies of the Dictionary of Abbreviation of Organizations. This has saved an estimated 284,400 pages of printing by PSD.



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**Economies Contemplated:**

1. Elimination from OCR document processing system of:

(a) Marginal raw information reports obtained by DD/I Representative which are not published by the Defense Intelligence Components.

(b) RFE Telexes as enclosures to CSLT Reports (15 per day).

2. Elimination as an exception in the document processing system of the printing of 5 copies of each OOB report on one side of the page for purposes of sanitizing selected reports for distribution to USIA and

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3. Reproduction of first pages of information reports for Intellofax Cards by DARE machine will save four typists. In addition substantial savings of processing time for input into Intellofax will result.

4. Transfer of two persons to Special Section to eliminate overtime used during the period Monday through Friday each week.

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Chief, Document Division

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